



GOVERNMENT-PAID MATERNITY LEAVE (GPML) SCHEME DECLARATION BY EMPLOYEE

Child Development Co-Savings Act (Cap. 38A)
Child Development Co-Savings (Leave and Benefits) Regulations 2017

This form will take about 3 minutes to complete.

Before you start,

- i. Please read the Explanatory Notes on Page 4.
- ii. Please note that apart from Part 6, all references to “you” or “I” in this form shall be taken to be a reference to you, the applicant, who is applying for Maternity Leave.
- iii. Please remember to submit a copy of the following documents to your employer for verification, along with this form:
 - Your child/children’s birth certificate(s)
 - Notification of a Stillbirth or Certificate of Registration of Stillbirth (if applicable)
 - Singapore citizenship certificate of child (if applicable).

All fields and tick boxes are mandatory unless otherwise stated.

* Delete where applicable

Part 1: Parent Details

Name:	NRIC / FIN:
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Part 2: Child Details

<input type="checkbox"/> Biological Birth Certificate No.: _____	<input type="checkbox"/> Stillbirth Stillbirth Notification / Reg No.: _____
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Child Order¹:

Part 3: Citizenship

Biological Child

a. The child in respect of whose birth I am applying for Maternity Leave has been, or will be, registered as a Singapore citizen within 12 months from the date of the child’s birth. ²	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Stillborn Child

b. I was a citizen of Singapore at the time of the child’s delivery. <i>(If the answer is “Yes”, please skip to Part 4)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. The child’s father was a citizen of Singapore at the time of the child’s delivery and was lawfully married to me on or before the child’s delivery.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

¹ Refer to paragraph 7 of the Explanatory Notes for more details.

² Refer to paragraph 5 of the Explanatory Notes for more details.

Part 4: Employment Period and Leave Consumption		
a. Employment period	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have worked with the employer from whom I am applying for Maternity Leave for a continuous period of at least 3 months preceding the child's date of birth.		
b. Format of taking leave		
Note: Please refer to paragraphs 1 to 6 of the Explanatory Notes on eligibility criteria, the point when you can start to consume your Maternity Leave and the conditions to meet for your employer to seek reimbursement from the Government in respect of your Maternity Leave.		
(i) I have/will share 1 week/ 2 weeks/ 3 weeks/ 4 weeks* of Maternity Leave with the child's father as Shared Parental Leave (if applicable).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that my Maternity Leave entitlement will be reduced by the number of weeks shared.		
<i>Please indicate "Yes" to only one of the following options (ii), (iii) and (iv) below.</i>		
(ii) Subject to Part 4(b)(i), I will take my Maternity Leave continuously for a period of 16 weeks commencing 4 weeks immediately before the child's date of birth.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(iii) Subject to Part 4(b)(i), I will take my Maternity Leave continuously during a period of 16 weeks as agreed with my employer, commencing:- 1) Not earlier than 28 days immediately preceding the child's date of birth; and 2) Not later than the child's date of birth.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(iv) Subject to Part 4(b)(i), I will take my Maternity Leave non-continuously comprising:- 1) A period of 8 weeks as agreed with my employer, commencing:- a) Not earlier than 28 days immediately preceding the child's date of birth; and b) Not later than the child's date of birth; AND 2) One or more than one later period (each being of such duration as is agreed with my employer), all of which in aggregate are equal in duration to 8 times my weekly index ³ (or 48 days, whichever is lower), and all of which must be taken within the period of 12 months commencing on the child's date of birth.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Part 5: Declaration by Employee		
<input type="checkbox"/> I have read and understood the Explanatory Notes.		
<input type="checkbox"/> I hereby declare that all information given in this declaration is true, correct and complete.		
<input type="checkbox"/> I understand that:-		
a) it is an offence under the Child Development Co-Savings Act to knowingly make any false or misleading statement, provide, or cause or knowingly allow to be provided, any document or information which I know to be false or misleading in a material particular, such offence being punishable with a fine not exceeding \$20,000 or to imprisonment for a term not exceeding 12 months or to both; and that upon conviction of such offence, the court may, in addition to the prescribed punishment, order me to make restitution of any moneys		

³ Number of working days a week.

paid out to me by the Government in reliance of the false or misleading statement, document or information, as the case may be; and

- b) my employer or the Government may recover from me any moneys paid out to me in reliance of any false or misleading statement, document or information, or by reason of a mistake of fact.

Name

NRIC / FIN

Signature & Date

Part 6: Employer's Acknowledgement

Note: Please ensure that your employee has met all the eligibility criteria and conditions (refer to paragraphs 1 to 6 of the Explanatory Notes) before granting the Maternity Leave as the Government will not reimburse you if your employee is not eligible for the Government-Paid Maternity Leave Scheme.

*(Please refer to your employee's format of taking leave under Part 4b of this form when filling in this portion and indicate "Yes" to **only one** of the following options (a), (b) or (c) below.)*

a. I have agreed to allow my employee to take her Maternity Leave as per Part 4(b)(ii) above).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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b. I have agreed to allow my employee to take her Maternity Leave as per Part 4(b)(iii) above).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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c. I have agreed to allow my employee to take her Maternity Leave as per Part 4(b)(iv) above).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Name & Designation

NRIC / FIN

Company Name

Signature & Date

Note to employer:

Please do not submit this declaration form. However please keep this form for a period of 5 years from the last date of leave taken by your employee, for verification of details if necessary.

EXPLANATORY NOTES ON DECLARATION BY EMPLOYEE

Declaration of Eligibility

1. This form should be submitted by a female employee to her employer, **at least one week** before the start of her Maternity Leave, or where it is not practicable, within one month from the date of birth of the female employee's child.
2. Maternity Leave may be taken:
 - a) *Continuously*
 - i) For a period of 16 weeks commencing 4 weeks immediately before the child's date of birth; OR
 - ii) During a period of 16 weeks as agreed between the employer and employee, commencing:-
 - (1) Not earlier than 28 days immediately preceding the child's date of birth; and
 - (2) Not later than the child's date of birth.
 - b) *Non-continuously*
Comprising:-
 - i) A period of 8 weeks as agreed between the employer and employee, commencing:-
 - (1) Not earlier than 28 days immediately preceding the child's date of birth; and
 - (2) Not later than the child's date of birth; AND
 - ii) One or more than one later period (each being of such duration as is agreed between the employer and employee), all of which in aggregate are equal in duration to 8 times the weekly index⁴ (or 48 days, whichever is lower), and all of which must be taken within the period of 12 months commencing on the child's date of birth.
3. The Maternity Leave must be taken before the child turns 1 year old (i.e. by eve of the child's first birthday).
4. In making the declaration, the female employee assures the employer that she meets the eligibility criteria for the Maternity Leave under the Child Development Co-Savings Act. A female employee is eligible for 16 weeks of paid Maternity Leave if:-
 - a) her child is born on, or her child's estimated delivery date is on or after 1 Jan 2017, or (in the case of a stillborn child) on or after 1 Nov 2021;
 - b) her child:-
 - i) is a Singapore citizen at the time of the child's birth, or (in the case of a stillborn child) would have been a citizen of Singapore at birth; or
 - ii) is not a Singapore citizen at birth but becomes a Singapore citizen within the period of 12 months commencing on the date of the child's birth; and
 - c) she has served her employer for a continuous period of at least 3 months preceding the birth of her child.
5. A female employee whose child is not a Singapore citizen at the point of birth ("the citizenship criteria") but meets the 3-month employment criteria under the Employment Act ("EA") is eligible for Maternity Leave under the EA. If the female employee subsequently meets the citizenship criteria within 12 months from the child's birth, she will be eligible to take the **unconsumed** portion of the Government-Paid Maternity Leave under the CDCA commencing on the date when the citizenship criteria are met and within 12 months from the child's birth. Maternity Leave taken under the EA will not be reimbursed by the Government.

⁴ Number of working days a week.

6. A female employee whose child is stillborn must provide the Stillbirth Notification/Registration Number (which may be found in a Notification of a Stillbirth certified by a medical practitioner or a registered midwife or in a Certificate of Registration of Stillbirth issued by the Immigration and Checkpoints Authority)⁵.
7. To derive child order, please use the following formulae.
- a) Where the **child's date of birth is on or after 1 Nov 2021**, take the **sum** of the number of times, **as at the child's date of birth**, that you have:-
- given birth⁶ (please **include** stillbirths and children who have passed away);
 - made an application⁷ to adopt a child under Singapore law, where the child is below the age of 12 months and is a Singapore citizen at the date of the application;
 - had a dependant's pass issued⁸ in respect of a child whom you intend to adopt under Singapore law, where the child is below the age of 12 months and is not a Singapore citizen at the date of the issuance of the dependant's pass; and
 - adopted a child under foreign law, where the child is below the age of 12 months at the time of the adoption.
- b) Where the **child's date of birth is between 1 Jul 2017 and 31 Oct 2021 (both dates inclusive)**, take the **sum** of the number of times, **as at the child's date of birth**, that you have:-
- given birth⁶ (please **exclude** stillbirths and children who have passed away);
 - made an application⁷ to adopt a child under Singapore law, where the child is below the age of 12 months and is a Singapore citizen at the date of the application;
 - had a dependant's pass issued⁸ in respect of a child whom you intend to adopt under Singapore law, where the child is below the age of 12 months and is not a Singapore citizen at the date of the issuance of the dependant's pass; and
 - adopted a child under foreign law, where the child is below the age of 12 months at the time of the adoption.

For both categories, please:-

- Include the child who is the subject of this application;
- Exclude all step-children, foster children, and natural children who were given up for adoption as at the date of birth of the child who is the subject of this application; and
- Exclude any applications to adopt a child who was naturally born to you.

Notes to Employers

8. Employers should ensure that they have received and verified the duly signed and completed declaration form (GPML1), or in such form as in the employer may provide in accordance to the requirements specified in the website www.profamilyleave.msf.gov.sg and supporting documents, from their employee before making payment. If the employer is satisfied that the employee is entitled to payment in accordance with paragraph 4 of these Explanatory Notes, he may proceed to make payment to her.
9. Please do not submit this declaration form. However please keep this form, for a period of 5 years from the last date of leave taken by your employee, for verification when necessary.
10. For more information or clarification, please contact us at 1800-253-4757 or email to contactus@profamilyleave.gov.sg. Alternatively, you may visit our website at www.profamilyleave.msf.gov.sg.

⁵ If the Notification of a Stillbirth is not available, for example, where the stillbirth happened overseas, the meaning of "stillborn child" in the Registration of Births and Deaths Act 2021 will apply.

⁶ Multiple births (e.g. twins) are considered one birth.

⁷ Such application is not withdrawn or refused at the date of birth of the child who is the subject of this application.

⁸ Such dependant's pass is not rescinded or revoked at the date of birth of the child who is the subject of this application.